

East Region RDC – Code of Practice

Rights

Staff must respect and champion the rights of every individual to participate in physical activity

We should:

- create an environment where everyone has the opportunity to participate
- maintain an environment free of fear and harassment
- recognise the rights of all participants to be treated as individuals
- recognise the rights of participants to seek advice from others
- promote the concept of a balanced lifestyle, supporting the well-being of participants
- Treat all individuals with respect at all times.
- Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs or political opinion.
- Do not allow any form of discrimination to go unchallenged.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Be discreet in any conversations about participants, staff or any other individuals.
- Communicate with and provide feedback to participants in a way that reflects respect and care.

Relationships

Staff must develop a relationship with their participants (and others) based on openness, honesty, mutual trust and respect

We:

- must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying)
- should promote the welfare and best interests of their participants
- must avoid sexual intimacy with participants, either while coaching them or in the period of time immediately following the end of the coaching relationship
- must take action if they have a concern about the behaviour of an adult towards a child or vulnerable adult
- should empower participants to be responsible for their own decisions
- should clarify the nature of the services being offered
- should communicate and cooperate with other organisations and individuals in the best interests of participants.
- Be aware of the physical needs of participants (especially at the developmental stage) and needs of children and young people, and ensure that training loads and intensities are appropriate.
- Ensure that physical contact is appropriate and necessary, and is carried out within recommended guidelines with the participant's full consent and approval.

- Do not engage in any form of sexually related contact or activity with any participant for whom you have responsibility. This extends to sexual innuendo, flirting or inappropriate gestures and terms. Staff are in a position of power and trust in relation to participants.
- Inform parents/guardians immediately if you are at all concerned about the welfare of a child, unless there are concerns that this would not be in the interests of the child.
- Know and understand the relevant child protection/safeguarding policies and procedures, and follow them.
- Follow the reporting procedures if you have a concern – non-action is unacceptable.
- Arrange to transfer a participant to another staff member if it is clear that an inappropriate or intimate relationship is developing.
- Discuss with parents/guardians and other interested parties the potential impact of the programme on the participant.
- Respect participants' opinions when making decisions about their participation.
- Encourage participants to take responsibility for their own development and actions.
- Allow participants to discuss and participate in the decision-making process.
- Discuss and agree with participants what information is confidential.
- Inform participants or their parents/guardians of the requirements of the activity.
- Inform participants or their parents/guardians of any costs involved.
- Be aware of and communicate any conflict of interest as soon as it becomes apparent.
- Identify and agree with participants which other experts or organisations could offer appropriate services.

Personal Standards

Staff must demonstrate proper personal behaviour and conduct at all times

We:

- must be fair, honest and considerate to participants.
- should project an image of health, personal hygiene and functional efficiency
- must be positive role models for participants at all times.
- Operate within the rules and the spirit of your employer.
- Maintain the same level of interest and support when a participant is sick or injured.
- Display high standards in use of language, manner, punctuality, preparation and presentation.
- Encourage participants to display the same qualities.
- Do not smoke, drink alcohol or use recreational drugs before or while working
- Display control, respect, dignity and professionalism to all.

Professional Standards

To maximise the benefits and minimise the risks to participants, staff must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

We should:

- ensure the environment is as safe as possible, taking into account and minimising possible risks
- promote safe and correct practice
- be professional and accept responsibility for their actions
- make a commitment to providing a high quality service to their participants
- actively promote the positive benefits to society of participation in sport and activity, including the contribution it makes to achieving improved health, well-being and educational outcomes for children and young people
- contribute to the development of their skills by exchanging knowledge and ideas with others, and by working in partnership with other agencies and professionals
- gain qualifications appropriate to the level at which they teach.
- Follow the guidelines of your employer.
- Plan all sessions so they meet the needs of the participants and are progressive and appropriate.
- Maintain appropriate records of your participants' progress.
- Recognise and accept when it is appropriate to refer a participant to another coach or specialist.
- Seek to achieve the highest appropriate level of qualification available.
- Seek continuing personal development (CPD) opportunities to develop your skills and competencies, and update your knowledge.
- Be aware of relevant social issues and how you can contribute to local, regional or national initiatives.
- Actively participate in recruitment and education opportunities in your sport.
- Actively contribute to local, regional and national initiatives to improve the standards and quality of teaching in general.
- Work in an open and transparent way that encourages others to contribute to or learn from your knowledge and experience.
- Use self-analysis and reflection to identify your developmental needs.
- Manage your lifestyle and commitments to avoid the burnout that might impair your performance.
- Do not assume responsibility for any role for which you are not qualified or prepared.
- Do not misrepresent your level of qualification.
- Promote good practice in others and challenge any poor practice you observe.